



## COUNTY OF LOS ANGELES

### JUDICIAL PROCEDURES COMMISSION

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March 2, 2005

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

#### **AUTHORIZATION TO SUBMIT APPLICATION FOR GRANT FUNDING FOR SAFE CHILD CUSTODY EXCHANGE PILOT PROJECT**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Executive Office of the Board of Supervisors in conjunction with the Judicial Procedures Commission to submit an application for funds to the U.S. Department of Justice Office of Justice Programs Safe Havens: Supervised Visitation and Safe Exchange Grant Program to pilot test Supervised Custody Exchange for families affected by domestic violence in two Sheriff's Department stations and designate the Countywide Criminal Justice Coordinating Committee to administer grant funds.

#### **PURPOSE OF RECOMMENDED ACTION**

To pilot test a safe, cost-efficient approach to protecting victims of domestic violence and their children during child custody exchanges. The Judicial Procedure Commission (JPC) Subcommittee on Child Custody Exchange includes JPC members and representatives of the Los Angeles County Sheriff's Department and District Attorney's Office, Los Angeles Police Department, Los Angeles Superior Court, Los Angeles County Bar Association, and community-based organizations serving battered women and their children. The committee has developed a pilot project to test the efficacy of conducting child custody exchanges supervised by community-based organization staff with expertise in domestic violence at law enforcement stations. Grant funds will support carrying out the project in Service Planning Areas 3 and 8 at the Temple City and Carson Sheriff's Department Stations (project description enclosed).

#### **JUSTIFICATION**

National research demonstrates and local experience confirms that the risk of violence is often greater for victims of domestic violence and their children after separation from an abusive partner. Batterers often use the custody exchange of children as an opportunity to inflict more abuse on victims and their children who are in immediate

physical danger in those situations and experience long term negative effects from exposure to violence. Currently, supervised services for neutral child custody exchanges at social service agencies are limited and primarily serve a small number of families involved in divorces. The Superior Court has ordered supervised child custody to make the most of local resources and reduce risks for domestic violence and its long range impact.

The pilot project is designed to maximize safety and cost efficiency. The pilot project will be the basis for phased implementation of supervised child custody exchanges in all service planning areas, supported by private foundations or affordable, sliding scale fees paid by parents on the basis of income.

The U.S. Department of Justice Office of Justice Programs Safe Havens: Supervised Visitation and Safe Exchange Grant requires that the County submit the application for funds and designate a County office to administer the grant. The application for federal funds is due on March 10, 2005.


#### **FISCAL/IMPACT FINANCING**

None

#### **CONCLUSION**

Your Board's approval of the recommended action will authorize JPC and the Countywide Criminal Justice Coordination Committee to move forward with an application for grant funds to carry out a pilot test of supervised, cost efficient child custody exchange to protect victims of domestic violence and their children.

Respectfully submitted

A handwritten signature in black ink, reading "Bertrum CeDillos" with a stylized flourish at the end. The signature is written over the printed name.

BERTRUM M. CeDILLOS  
Chair, Judicial Procedures Commission

BC:PS:cgm

Enclosure

c: Board of Supervisors Justice Deputies  
Peggy Shuttleworth, Executive Director, Countywide Criminal  
Justice Coordination Committee  
Bea Dieringer, Chair, Judicial Procedures Commission Child  
Custody Exchange Subcommittee



## LOS ANGELES COUNTY SAFE EXCHANGE SATELLITE PILOT PROJECT

### ABSTRACT

Los Angeles County will expand the existing S.A.F.E. for Kids network of supervised visitation centers to provide new safe exchange services through satellite sites at law enforcement stations. Bienvenidos and Los Angeles Wings of Faith, community and faith-based domestic violence service provider members of the current network, will monitor custody exchanges 19 hours weekly at two Sheriff's Department Stations where Sheriff's Department personnel will provide security and emergency response at no cost to the pilot project. Other partners in this pilot project include the Los Angeles County Judicial Procedures Commission, Superior Court Family Court Services and Countywide Criminal Justice Coordinating Committee.

This pilot project will build the foundation for expanded safe exchange services to protect battered women and their children throughout Los Angeles County. The pilot project satellite sites will be located in two of the County's eight service planning areas. The satellite site at the Carson Sheriff's Station is located in the South Bay/Harbor region where 67% of 1,500,185 residents are people of color and 37% are working poor with incomes below 200% of federal poverty. The satellite site at the Temple City Sheriff's Station is located in the San Gabriel region where 77% of the 1,734,254 residents are people of color and 51% of adult residents of the communities near the Sheriff's Station speak English less than well.

The pilot project will serve families with court orders for monitored custody exchange because of domestic violence and families affected by domestic violence who make their own currently informal and often unsafe custody exchange arrangements that put battered women and their children at risk for coercion, intimidation and assault. The overall goal of this project is to enhance safety and access to services for battered women and their children in Los Angeles County. The project's objectives for the 24-month grant period are to: 1) Reach 2,000 underserved victims of domestic violence with information on pilot safe exchange services, domestic violence services, and the effects of exposure to violence on children. 2) Provide information on pilot safe exchange services and safety planning for staff and volunteers of 10 organizations, 3) Provide 22,000 supervised exchanges for parents and their children, 4) Provide safety planning and service linkages for 200 underserved battered women and their children, and 5) Develop a plan to sustain pilot project services and expand safe exchange services to all eight regions of Los Angeles County.

The Judicial Procedures Commission Safe Exchange Committee, including representatives from domestic violence service organizations, the Superior Court and law enforcement, has worked together for over two years to develop procedures, schedules and staffing levels to assure the safety of battered women and their children at satellite sites. The committee's membership will be expanded to serve as the pilot project advisory board with responsibilities for formalizing referral agreements with community service providers, evaluating pilot project progress, and developing an action plan to sustain pilot project services and replicate satellite sites in regions throughout Los Angeles County.

## PROJECT NARRATIVE

### NEED FOR THE PROJECT

**Domestic Violence in Los Angeles County:** According to California Department of Finance projections, Los Angeles County's 2003 population was 9,995,304 or 24% of California's population. In 2003, Los Angeles County public safety agencies reported 52,790 911 calls for assistance related to domestic violence, 27% of the reported domestic violence calls in California (California Department of Justice, 2004). Law enforcement officials estimate that children were present at the scenes of 65-70% of those calls.

Local agencies do not routinely collect data on domestic violence incidents that occur during child custody exchanges. However, the experiences of domestic violence service providers and law enforcement officers in Los Angeles County confirm national research findings on the risk to battered women and their children during custody exchanges. Batterers continue to try to exert power and control after battered women leave abusive relationships. Violence sometimes escalates because batterers are enraged that their partners have taken action to protect themselves and their children. When they are no longer living together, the times when they exchange their children become opportunities for batterers to threaten, intimidate, coerce and assault battered women and their children.

During the past six months, the *Los Angeles Times* has reported on numerous domestic violence incidents in Los Angeles County that occurred during child custody exchanges. These included kidnapping of a battered woman and her infant, holding children hostage, rape of a battered woman in her children's presence, and a murder-suicide witnessed by children.

**Need for Expanded Safe Exchange Services:** In 1997, the Los Angeles County Superior Court Family Court Services initiated S.A.F.E. for Kids, supervised visitation and neutral exchange



services for families ordered by the courts to use those services because of domestic violence. A network of five domestic violence and children's services organizations deliver S.A.F.E. for Kids services at their offices in six of the eight service areas of the County. During FY 2003-2004, the program provided approximately 5,000 hours of supervised visitation services involving 275 families with court orders mandating supervised visitation because of domestic violence. An Access to Visitation Grant from the California Administrative Office of the Courts and fees based on income support these services.

Supervised visitation centers also offer "neutral exchange services". These services are limited and under-utilized. In 2003-2004, the five centers monitored only 252 custody exchanges for a small number of families involved in divorces in which the Superior Court has ordered supervised child custody exchange. Court officers responding to a recent survey estimated that they would order supervised custody exchange in 340 additional cases monthly, if more service hours and exchange sites were available. Battered women have asked for more service hours during the time periods when exchanges most often occur (mid-week evenings, Friday evenings, Saturday mornings, and Sunday afternoons and evenings) and at locations near major freeways.

Domestic violence service providers, court staff, and law enforcement officers participating in the Los Angeles County Judicial Procedures Commission (JPC) Safe Exchange Committee have identified three groups of battered women and their children who need protection during custody exchanges. The smallest group is involved in the estimated 4,080 orders for safe exchange that would be made annually in divorce and custody proceedings that come before a judicial officer if more services were available. The next largest group is battered women with children who file for temporary restraining orders each year. There were 9,600 domestic violence temporary restraining orders involving children in 2004.

The largest and most underserved group is tens of thousands of battered women who leave their abusive partners without ever using any court services. They separate from abusive spouses informally or were never married to their abusive partners. Many were born in foreign countries, have limited English proficiency, and fear or misunderstand the courts. They make their own informal and often unsafe arrangements for child custody exchanges. Well-intentioned service providers often advise them to make custody exchanges in the parking lots of law enforcement stations. This tactic provides only a false sense of increased safety when law enforcement officers are unaware that the exchanges are taking place and the exchanges are not supervised.

**Pilot Project Target Areas and Population:** The process for putting new services in place in Los Angeles County often includes a pilot project phase because of the County's large population and geographic size. (Los Angeles County's population is larger than that of 43 states. The 4,071 square mile land area is larger than 18 states). To facilitate development and delivery of services, the County has designated eight regional service planning areas. The proposed project will pilot and evaluate S.A.F.E. for Kids satellite safe exchange sites at Sheriff's Department stations in two service planning areas: the South Bay/Harbor and San Gabriel service areas. (It is anticipated that the pilot project will also benefit battered women and their children from other service areas of the County because the service locations are located adjacent to two other service areas, near courts serving three other service areas, and close to major freeway interchanges and public transportation transfer points.)

**The South Bay/Harbor** service area encompasses all or parts of several cities and unincorporated areas in the southwest corner of Los Angeles County, including neighborhoods near the Los Angeles Harbor and in the port City of Long Beach. Current S.A.F.E. for Kids

services are located at the opposite end of the service area a 16-20 miles distance from the densely populated, lower income areas to be served by a new satellite site. The satellite safe exchange site will be located at the Sheriff's Department Station in the City of Carson which borders the busy harbor and port areas. The service area's total U.S. Census population of 1,500,185 was 35% Latino, 33% White, 16% African-American, 13% Asian/Pacific Islander, and three percent other and multi-racial. In 2004, University of Southern California researchers identified the area as the second most linguistically diverse in the U.S. (Neighboring communities in southeast Los Angeles County were slightly more linguistically diverse). Since the 1960s, the service area's communities have transitioned from a primarily white population with an employment base in skilled trades to an ethnically diverse population with unstable employment in lower wage jobs. In the 2000 Census, 37% of households had incomes below 200% of the federal poverty threshold.

**The San Gabriel** service area borders East Los Angeles and extends eastward to include cities and unincorporated areas in the San Gabriel and Pomona Valleys. The satellite site for this service area will be located at the Sheriff's Department Station in Temple City which serves cities contracting for services and unincorporated areas adjacent to East Los Angeles with large foreign born populations. S.A.F.E. for Kids services for this service area are currently limited to a center in Pomona, the eastern-most community in the service area that is more than 20 miles from Temple City and densely populated nearby communities. This service planning area's 2000 Census population of 1,734,254 was 45% Latino, 25% White, 23% Asian Pacific Islander, five percent African-American, and two percent other-multi-racial. In the communities nearest the Sheriff's Department Station, (Temple City, Alhambra, San Gabriel, El Monte and Monterey Park), 51% of residents were foreign born and 58% spoke English less than very well. Most of



those residents spoke Spanish. In the 2000 Census, 34% of households had incomes below 200% of the federal poverty threshold. This low income population, concentrated in the communities near the Sheriff's Department Station, is largely working poor, first/second generation immigrant families with limited education and English language skills.

### **WHAT WILL BE DONE**

**Addressing the Need for Safe Exchange:** The proposed pilot project will expand S.A.F.E. for Kids, the current supervised visitation program, to provide new safe exchange services in secure, convenient satellite locations at law enforcement stations. Trained employees of Los Angeles Wings of Faith and Bienvenidos, faith and community-based domestic violence service providers currently providing S.A.F.E. for Kids supervised visitation services at their office locations, will staff the new safe exchange satellite sites. The pilot project is designed to meet the needs of Los Angeles County's culturally and linguistically diverse population and large geographic area through:

- Extensive outreach to inform underserved victims of domestic violence about pilot safe custody exchange services, domestic violence services, and the effects of exposure to violence on children;
- Safe, easily accessible custody exchange at convenient times and locations in Sheriff's Department Stations where faith and community-based organization staff will supervise exchanges and the Sheriff's Department will provide security and immediate emergency response as needed;
- Safety education/planning and linkages to services for underserved victims of domestic violence and their children; and



- Evaluation to monitor the progress, effectiveness and costs of the pilot project and plan for replication in all eight service areas of Los Angeles County.

**Objectives and Activities:** The overall goal of the proposed pilot project is to enhance safety and access to services for battered women and their children in Los Angeles County. The project's objectives for the 24-month grant period are to:

**Objective 1. Reach 2,000 underserved victims of domestic violence with information on pilot safe exchange services, domestic violence services, and the effects of exposure to violence on children.**

Partners will work together to design, produce and distribute multi-lingual outreach materials targeting battered women with children who have formal custody orders or informal custody arrangements with their former partners. Materials will communicate clear safety and service messages and address the fears and misconceptions related to immigration status, confidentiality and cost that prevent underserved women from seeking assistance. Materials will identify faith and community-based domestic violence service providers with bi-lingual staff as the points of contact for safe exchange and service linkages. Materials will be distributed directly to battered women and in community locations, court facilities, and law enforcement stations.

<b>Partner Responsibilities</b>	
Design outreach materials	LA Wings of Faith and Bienvenidos
Produce outreach materials	LA Countywide Criminal Justice Coordinating Committee
Distribute outreach materials	LA Wings of Faith, Bienvenidos, LA County Family Court Services, LA County Sheriff's Department

**Objective 2. Provide information on pilot safe exchange services and safety planning for staff and volunteers of 10 organizations.**

These information briefings will target legal services providers who advise battered women on custody issues and organizations that have frequent contact with underserved battered women and their children, including organizations that serve and/or have members who are women of color, have limited English proficiency, and live in low income neighborhoods. The former will include the Legal Aid Foundation of Los Angeles County, Los Angeles County Bar Association and Asian Pacific American Legal Center. The latter will include Catholic Charities Immigrant and Refugee Services, Coalition for Humane Immigrant Rights-Los Angeles, faith congregations, food banks, and others. Briefings will provide information on safe exchange and other domestic violence services, locations and referral procedures; risks to battered women and their children during custody exchanges; and effects of exposure to violence on children.

<b>Partner Responsibilities</b>	
Plan information briefings	LA Wings of Faith, Bienvenidos and LA County Family Court Services
Conduct briefings	LA County Family Court Services for legal services providers; LA Wings of Faith and Bienvenidos for organizations in contact with underserved battered women

**Objective 3. Provide 22,000 supervised exchanges for parents and their children.**

Trained staff of domestic violence service organizations currently providing supervised visitation services will coordinate referral and intake processes (detailed below under Program Specifications) and monitor safe exchanges at the two Sheriff's Department Station satellite sites. JPC Safe Exchange Committee members from Bienvenidos and Los Angeles Wings of Faith, Los Angeles County Family Court Services and the Los Angeles Countywide Criminal



Justice Coordinating Committee and command and deputy staff of the Sheriff's Department Stations have worked together to plan the logistics for safe exchanges at each location. To ensure that exchanges can be made without battered women having contact with their abusive former partners, separate spaces have been designated for the parent who arrives with the child (ren) and the parent picking up the child (ren). The spaces for parents with children are in rooms out of view of the spaces for parents picking up children and have an emergency communications connection with Sheriff's Department personnel in an adjacent area. Age appropriate toys for children and service information for parents will be available in those rooms (which at times when safe exchange is not scheduled serve as conference and community relations rooms). The spaces for parents picking up and leaving with children are directly surveilled by Sheriff's Department personnel. A parent dropping off children will be required to wait for 15 minutes after the other parent leaves with the child (ren) before departing.

<b>Partner Responsibilities</b>	
Conduct intake and explain safe exchange procedures and rules	LA Wings of Faith and Bienvenidos
Monitor safe exchanges	LA Wings of Faith and Bienvenidos
Provide security and emergency response	LA County Sheriff's Department

**Objective 4. Provide safety planning and service linkages for 200 underserved battered women and their children.**

The safe exchange intake interview (detailed below) will obtain background information relevant to safe exchange and will also query battered women about whether they have

comprehensive safety plans for themselves and their children and about their access to and utilization of community services. Project coordinators will begin during the intake interview to assist battered women to understand the importance of safety plans, develop immediate plans, and make referrals to services to meet immediate needs. Project coordinators will schedule follow up meetings with battered women who need more assistance to help them develop safety plans for home, work, school, and places they regularly visit. An eight-step service linkage process will assist battered women who have not previously used community resources to get access to appropriate services. This process will include: 1) identification of potential community resources, 2) information on the need for and value of services, 3) information on common concerns about access (cost, location, and cultural and language issues), 4) assistance to analyze service options and make their own decisions about which services they want to use, 5) exploration of all factors that might be barriers to using services, 6) assistance with strategies to overcome barriers, 7) written information for future reference, and 8) follow up. Project coordinators will establish agreements with relevant community service providers to facilitate referrals for services and consultation in their areas of expertise.

Partner Responsibilities	
Conduct intake interviews	LA Wings of Faith and Bienvenidos
Assist with the development of comprehensive safety plans	LA Wings of Faith and Bienvenidos
Assist with service linkages	LA Wings of Faith and Bienvenidos

**Objective 5. Develop a plan to sustain pilot project services and expand safe exchange services to all eight service areas of Los Angeles County.**



During the first year of the grant period, the JPC expanded Safe Exchange Committee (described below under Program Specifications-Advisory Board) will monitor satellite site utilization, safety outcomes and costs. During the second 12 months of the grant period, the committee will make any necessary adjustments in the pilot project and develop plans for sustainability (described below under Sustainability) and for expanding safe exchange satellite services to six additional service areas of the County. The planning process will include informing regional leaders about safe exchange and risks to battered women and their children during custody exchanges, identifying and making agreements with regional domestic violence service providers to staff supervised exchanges and with law enforcement agencies to designate spaces in their stations for safe exchange, adapting pilot project methods to meet specific regional needs, and developing and carrying out fiscal strategies to support services at satellite sites.

<b>Partner Responsibilities</b>	
Provide quarterly reports on pilot project services	LA Wings of Faith, Bienvenidos and LA Countywide Criminal Justice Coordinating Committee
Convene the Safe Exchange Advisory Board	LA Countywide Criminal Justice Coordinating Committee
Develop sustainability and expansion plans	Safe Exchange Advisory Board

## **Program Specifications**

**Purpose:** The purpose of the proposed pilot project is to expand access to safe exchange services in order to protect battered women and their children from intimidation, coercion and violence during custody exchanges. The pilot project will “test” the expansion of existing supervised visitation services to safely and cost-efficiently provide safe exchange services in satellite locations in law enforcement stations.

**Scope:** Services delivered through the proposed pilot project will include targeted outreach to inform underserved battered women about safe exchange services, monitoring and security for safe custody exchanges, and safety planning and service linkages for battered women who have not had access to community resources.

**Hours of operation:** The satellite sites will conduct safe exchanges during the time periods participants in domestic violence services have identified as the peak hours for custody exchanges: Wednesdays 4 pm-8 pm, Fridays 4 pm-8 pm, Saturdays 9 am-1 pm and Sundays 12 pm-7 pm. Efforts will be made to schedule additional hours for holiday periods.

**Program security:** Security measures to protect battered women and their children will include location in law enforcement stations with sworn law enforcement personnel present and available to respond, interior space use designed to prevent parents from having contact, regular surveillance of exterior areas, and requirements that the parent dropping off the child(ren) wait to leave the premises until 15 minutes after the parent with the child(ren) has departed and surveillance to assure parents have left the area as required.

**Record keeping and confidentiality:** Bienvenidos and Los Angeles Wings of Faith staff will maintain case files and logs of exchanges and incidents in a locked filing cabinet in a space provided by the Sheriff's Department Station for each satellite location. Only Bienvenidos and



Los Angeles Wings of Faith safe exchange program coordinators and monitors and their supervisors will have access to the information. Bienvenidos and Los Angeles Wings of Faith staff will keep information strictly confidential except in cases when state law requires reporting child abuse/neglect and persons who are a danger to themselves or others. In those cases, staff will follow Bienvenidos and Los Angeles Wings of Faith reporting policies and procedures.

**Referral Process:** Partners in the proposed pilot project have adapted the exiting S.A.F.E. for Kids referral process for the satellite safe exchange centers. The process is designed to provide easy, prompt access to safe exchange services for families with court orders for monitored custody exchanges, families referred by community and County service providers, and self referrals.

*Court orders:* Los Angeles County Family Court Services will work with the Supervising Judge of the Family Law Department, who is an active member of the JPC Safe Exchange Committee, to educate judges about expanded safe exchange services, locations and schedules. When the Family Court orders safe exchange services, Family Court Services will provide an information packet in the appropriate language describing safe exchange services and directing the parents to contact Bienvenidos or Los Angeles Wings of Faith to schedule intake interviews. Family Court Services will complete a referral form with the names of parents and children and information on the reason for the referral, provide copies of the form to the custodial and visiting parents, and the form and the court order to Bienvenidos or Los Angeles Wings of Faith. (Families who will make exchanges at the Temple City Sheriff's Department Station will be referred to Bienvenidos, referrals for safe exchanges at the Carson Sheriff's Department Station will be made to Los Angeles Wings of Faith.) Judges will confer with parents and their counsel and/or Family Court services will interview parents separately to determine which satellite site is most

appropriate for each family based on location of residences, workplaces and children's schools).

Family Court Services will follow up with Bienvenidos and Los Angeles Wings of Faith on the status of referrals after five working days. If parents have not contacted their safe exchange provider, Family Court Services will contact the family to remind them of referral directions and emphasize the value of safe exchange services and importance of complying with court orders.

*Service provider referrals:* Partners will distribute information on safe exchange satellite sites to service providers in the service areas. This will include information for service providers to give battered women about how to get access to services by calling Bienvenidos or Los Angeles Wings of Faith.

*Self referrals:* Parents will also be able to contact safe exchange providers directly to request services. Staff of the Temple City and Carson Sheriff's Department Stations will provide referral information if a parent mistakenly calls one of the satellite sites to request services.

**Intake Procedures:** The pilot project will use established S.A.F.E. for Kids intake procedures. Program Coordinators will conduct separate interviews with each parent and assure that no information regarding one parent's intake appointments is shared with the other. Interviews will be scheduled at Bienvenidos and Los Angeles Wings of Faith offices or the Temple City or Carson Sheriff's Department Stations. Program Coordinators will: provide an orientation to safe exchange services, including information on services, schedules, procedures and rules; ask questions to assure that parents understand the information; obtain parents' written consent for safe exchange services and in cases involving court orders written consent to share information with the Los Angeles County Family Court and the parents' attorneys; and gather information demographic, domestic violence history and risk, living arrangement, legal, health, language, and special needs information for each parent and the child(ren).



Program Coordinators will explain that in order to receive safe exchange services, the parent must agree to and sign a contract that sets out the roles and responsibilities of safe exchange providers and parents, safe exchange rules (no attempts to make contact with ex-partner during exchanges, punctuality, no threats or violence, no exchange under the influence of alcohol or other drugs). The contract will be presented to the parent in writing and verbally in the parent's primary language. When the contract is signed, the Program Coordinators will obtain copies of picture identification from the parent, schedule days and times for exchanges, and provide a copy of the contract and safe exchange information.

Interviews with battered women will also include structured questions on safety planning and need for, access to and utilization of community services. This will identify battered women who need assistance with safety planning and service linkages. Program Coordinators will offer those services and if a battered woman wants this assistance schedule a follow up appointment to initiate the services.

**Fee protocols:** There will be no fees for pilot project safe exchange services. At the beginning of the second year of the grant period, participants will be surveyed about their willingness and ability to pay sliding scale fees based on income. This information will inform plans to sustain and expand services countywide.

**Level of staffing:** Bienvenidos staffing for the safe exchange satellite site at the Temple City Sheriff's Department will include 0.5 FTE Program Coordinator who will be responsible for coordinating referrals, conducting intake procedures, providing safety planning and service linkage assistance, supervising safe exchange monitors maintaining and reporting service information, liaison with the Sheriff's Department, Family Court Services and other partners and 1.1 FTE safe exchange monitors (two monitors each working 22 hours weekly) who will

supervise safe exchanges, maintain separation of parents during exchanges, contact Sheriff's Department personnel for security assistance and emergency response as needed, and complete exchange logs and incident reports. Los Angeles Wings of Faith staffing for the Carson Sheriff's Department Station satellite site will include 0.5 FTE Program Coordinator and 0.55 safe exchange monitor (one monitor working 22 hours weekly) with the same responsibilities as staff at the other site. (The staffing level for the satellite site at the Carson Sheriff's Department Station is lower than for the other site because fewer exchanges will be scheduled at one time in Carson due to space constraints.) A Sheriff's Department sergeant and deputy will be on duty and present in rooms adjacent to and with sight/sound access to safe exchange areas during all exchange times at no cost to the pilot project.

**Job descriptions:** Please see attached.

**Training requirements:** Staff will complete the Statewide California Coalition for Battered Women 40-hour training required by the State of California for certification as domestic violence advocates. Training topics include overview of domestic violence, power and control dynamics, cultural competence, courts and legal issues, effects of exposure to violence on children, child abuse identification and reporting, stalking, sexual assault counseling skills, batterer accountability, and community services. Additionally, staff will participate in S.A.F.E. for Kids staff training on custody and visitation issues in domestic violence and family law process and court orders. Bienvenidos and Los Angeles Wings of Faith will provide orientation and in-service training on policies and procedures, communication and interviewing skills, and community resources. Program Coordinators will provide training briefings on the effects of children's exposure to violence, risks to battered women and their children during custody exchanges and safe exchange services for Sheriff's Department personnel at satellite sites.

**Advisory Committee:** The JPC Safe Exchange Committee will be expanded and serve as the pilot project advisory committee. Current members include the Supervising Judge of the Family Law Department and representatives of the Los Angeles County District Attorney's Office, Sheriff's Department, Superior Court Administration, Family Court Services, Office of the County Counsel and Countywide Criminal Justice Coordinating Committee and faith and community-based domestic violence service providers. New members will include representatives of Los Angeles County Departments of Children and Family Services, Mental Health and Alcohol and Drug services, advocates for victims of sexual assault, and batterer intervention programs.

The committee will meet monthly to review progress reports on the pilot project, assist with developing service referral and consultation agreements, provide recommendations to solve problems, and continuously improve safe exchange services. During the second year of the grant period, the committee will develop an action plan to sustain and expand safe exchange services countywide.

### **WHO WILL IMPLEMENT THE PROGRAM**

The specific roles and responsibilities of partners in the proposed pilot project are detailed above (under each objective) and in the attached memorandum of understanding. Each partner has an established track record of working to improve services for battered women and their children in Los Angeles County.

**County of Los Angeles** is the applicant for pilot project funding and will designate the Countywide Criminal Justice Coordinating Committee (CCJCC), a unit of the Executive Office of the Board of Supervisors, to administer grant funds and assure compliance with all federal



requirements. CCJCC has been and will continue to be the convenor for the JPC Safe Exchange Committee and provided staff and consultant support for development of the pilot project.

**Bienvenidos** will provide safe exchange services at the Temple City Sheriff's Department satellite site. Bienvenidos is a community-based provider of domestic violence and children's services and operates a S.A.F.E. for Kids supervised visitation and neutral exchange center. The organization's Latinas in Progreso domestic violence program provides emergency services, advocacy, support groups, specialized parenting classes, and job preparation and placement services. The Bienvenidos Center for Latino Men provides culturally-specific domestic violence prevention education through a mentoring and educational program for young Latino fathers.

**Los Angeles Wings of Faith** will provide safe exchange services at the Carson Sheriff's Station satellite site. Los Angeles Wings of Faith is a faith and community-based provider of domestic violence, substance abuse and youth services to meet the needs of low income residents of south and southwest Los Angeles County. Domestic violence services include a S.A.F.E. for Kids supervised visitation and neutral exchange center, advocacy and counseling for battered women, and training and education on domestic violence.

**Los Angeles County Sheriff's Department** will provide safe facilities, security and emergency response for pilot project satellite sites at the Temple City and Carson Stations. The Sheriff's Department provides training on domestic violence for deputies that exceeds state requirements, operates the Victim Information and Notification Everyday (VINE) Program to provide anonymous, 24- hour access to information on domestic violence services and automatic notification when a batterer is released or transferred. The Carson Station has a designated Domestic Violence Team. The Temple City Station offers community academy programs that provide information on domestic violence issues and resources.

**Los Angeles County Superior Court Family Court Services** will coordinate referrals of families with court orders for monitored custody exchange and refer battered women filing for temporary restraining orders for safe exchange services. Family Court Services administers S.A.F.E. for Kids, provides information on court procedures and instructions for completing court forms, offers parent education classes, and makes service referrals for families affected by domestic violence.

**Los Angeles County Judicial Procedures Commission** will expand the Safe Exchange Committee to serve as the pilot project advisory board. JPC provides recommendations to the Board of Supervisors on ways to improve the justice system. Commission recommendations have resulted in the creation of S.A.F.E. for Kids, streamlined domestic violence temporary restraining order procedures, and establishment of child waiting rooms in courthouses.

### **SUSTAINABILITY PLAN**

The partners in the proposed pilot project are committed not only to sustaining pilot project services but also to expanding safe exchange services to protect battered women and their children countywide. To that end, this pilot project is designed to provide high quality safe exchange services cost-efficiently by locating sites at law enforcement stations where law enforcement personnel will provide security and emergency response. The existing infrastructure of the S.A.F.E. for Kids program and in-kind administrative services from the County provide additional cost efficiencies.

The advisory committee will develop an action plan to sustain and expand safe exchange services with specific priorities, action steps, budgets and timelines. The action plan will detail fiscal strategies, including:

- Establishing sliding scale fee schedules based on income,
- Seeking funds from the Los Angeles County First Five Commission (the entity that sets priorities for and distributes the County's share of tobacco tax funds earmarked for children's services) to subsidize services for low and very low income families,
- Seeking funds from the Los Angeles County Proposition 36 Commission (the entity that sets priorities for and distributes the County's share of funds from a new tax enhancement on personal incomes over \$1 million earmarked for mental health services) for safety planning and service linkages to reduce the mental health impact of exposure to violence on children, and
- Grant proposals to local and regional foundations and corporations that have set domestic violence as a priority (such as The California Endowment, The California Wellness Foundation and the S. Mark Taper Fund) to support outreach and subsidize services for low and very low income families.



**LOS ANGELES COUNTY SAFE EXCHANGE SATELLITE PILOT PROJECT**  
**24-MONTH BUDGET**  
**BUDGET DETAIL WORK SHEET**

**A. PERSONNEL 0**

County personnel for administration and to coordinate Family Court Services referrals and training will be provided on an in-kind basis.

**B. FRINGE BENEFITS 0**

**C. TRAVEL 20000**

Per OVW requirements, \$20,000 is budgeted for travel to national technical assistance meetings with locations and dates to be announced by OVW. Travel costs will include the lowest available airfare and per diem for meals and lodging based on federal guidelines for each meeting location.

**D. EQUIPMENT 0**

**E. SUPPLIES**

<u>SUPPLY ITEM</u>	<u>COMPUTATION</u>	<u>COST</u>
2 fax machines	300 X 2	600
2 locking file cabinets	300 X 2	600
Children's supplies	30/mo X 12 mos X 2 X 2 sites	1440
Office supplies	15/mo X 12 mos X 2 X 2 sites	720
	<b>TOTAL</b>	<b>3360</b>

Fax machines are for communication of referral forms, court orders and other documents to and from the Safe Exchange Satellite Sites. Locked filing cabinets are for confidential document storage. Children's supplies are for toys, coloring books, books, etc. Office supplies are for general operation of Safe Exchange satellite sites. Costs are based on published prices in catalogs.

**F. CONSTRUCTION 0**

**G. CONSULTANTS/CONTRACTS**

**CONTRACTS FOR SAFE EXCHANGE SERVICES**

Bienvenidos		
0.5 FTE Program Coordinator	45760 X 0.5 X 2	45760
Fringe Benefits @ .17	45760 X 0.17 X 2	7779.2
1.1 FTE Monitor	28/hr X 2288 hours X 2	128128
	Subtotal	181667

#### Los Angeles Wings of Faith

0.5 FTE Program Coordinator	45760 X 0.5 X 2	45760
Fringe Benefits @ .17	45760 X 0.17 X 2	7779.2
0.55 FTE Monitor	28/hr X 1144 hours X 2	64064
	Subtotal	117603

Bienvenidos and LA Wings of Faith will provide safe exchange services. Program Coordinators will coordinate referrals, conduct intake, provide safety planning and service linkage assistance, conduct outreach and training, maintain files and logs, prepare reports and act as liaison with partners. Monitors will supervise exchanges, maintain separation of parents during exchanges, coordinate with Sheriff's Station personnel and complete logs and incident reports. Salaries and benefits for Program Coordinators are based on agency schedules and rates Contract payments for Monitors are based on agency policies.

#### CONSULTANT SERVICES

<u>NAME</u>	<u>SERVICE</u>	<u>COMPUTATION</u>	<u>COST</u>
To be determined	Evaluation and sustainability/ replication planning	12 days X 450 x 2	10800
	Subtotal		10800

The consultant will provide technical assistance to the advisory committee to measure the effectiveness of the pilot project and develop an action plan for sustainability and replication countywide.

**TOTAL 310070**

#### H. OTHER COSTS

<u>DESCRIPTION</u>	<u>COMPUTATION</u>	<u>COST</u>
Phone line installation	120 X 2 sites	240
Phone service	55/ mo X 12 mos X 2 sites X 2	2640
Printing	100/mo X 12 mos X 2	2400
Training workshop fees	900/year X 2	1800
	<b>TOTAL</b>	<b>7080</b>

Phone lines and service are for telephone and fax communication among satellite sites, Bienvenidos and LA Wings of Faith offices, Family Court Services, and other referral sources and with participating parents. Costs are estimates based on current actual costs. Printing costs are for multi-lingual outreach and education materials. Training workshop fees are for staff participation in Statewide California Coalition for Battered Women training on domestic violence.

#### I. INDIRECT COSTS

**0**

LOS ANGELES COUNTY SAFE EXCHANGE SATELLITE  
PILOT PROJECT  
24-MONTH BUDGET SUMMARY

BUDGET CATEGORY	AMOUNT
A. PERSONNEL	<u>0</u>
B. FRINGE BENEFITS	<u>0</u>
C. TRAVEL	<u>20000</u>
D. EQUIPMENT	<u>0</u>
E. SUPPLIES	<u>3360</u>
F. CONSTRUCTION	<u>0</u>
G. CONSULTANTS/CONTRACTS	<u>310070</u>
H. OTHER	<u>7080</u>
TOTAL DIRECT COSTS	<u>340510</u>
I. INDIRECT COSTS	<u>0</u>
TOTAL PROJECT COSTS	<u>340510</u>
FEDERAL REQUEST	<u>340510</u>
NON-FEDERAL AMOUNT	<u>NA</u>